



December 15, 2023

RE: 2024 Federal Quota Registration of Blind Students

Dear District or Community School Superintendent:

The federal government annually provides funding for accessible educational materials for eligible students who meet the definition of blindness (MDB), function at the definition of blindness (FDB) or the “IDEA definition of a student with a visual impairment” (IDEA) as defined by the American Printing House for the Blind, Inc. Each year, the Ohio Department of Education and Workforce, Office for Exceptional Children requests that all Ohio districts and community schools participate in the [Federal Quota Registration of Blind Students](#). This registration provides an allotment of funds to purchase accessible educational materials, including textbooks and equipment, for any registered student. These materials are purchased through the [American Printing House for the Blind, Inc.](#) The registration process is conducted on behalf of the Department by the [Assistive Technology and Accessible Educational Materials \(AT&AEM\) Center](#) at OCALI. To learn more about which students should be registered, please see the [Eligibility Guidelines](#) on the AT&AEM Center’s website. Please pay particular attention to these guidelines, as there is another classification for eligibility which allows students who meet the IDEA definition of a student with a visual impairment to also be registered.

The Department requires the registration of every student attending your district or community school who meets the eligibility requirements outlined in these materials. Each registered student generates supplemental funds for accessible educational materials in the amount of \$488.53 and will be able to obtain accessible educational materials through the Federal Quota Program.*

The AT&AEM Center administers the allocation based on the number of registered Ohio students who meet eligibility requirements. The cost of braille and large print textbooks and other specialized materials are expensive, so it is important to register each eligible student.

- Please log onto the secure portal at <https://ohioaem.ataem.org> to **complete and submit for approval** the official 2024 Federal Quota Registration of Blind Students by **April 19**.
- The district or community school superintendent must log in and electronically sign the census form to finalize the submission. Students will only be registered after the form has been electronically signed.
- Electronic registration submission is required even if there are no legally blind students attending your district or community school.
- Districts and community schools are required to keep a copy of their signed registration form, as well as signed parent permission forms, in the event of an audit.

This annual registration **is not** a part of the data reporting for EMIS or the deafblind census conducted by the Ohio Center for Deafblind Education. Federal Quota registration is used solely to generate supplemental funds for accessible educational materials for students from the American Printing House for the Blind. Disclosure of this personally identifiable information is authorized under the “Family Educational Rights and Privacy Act of 1974,” 34CFR, Part 99.31, Paragraph (a)(4)(i).

If you have questions regarding these procedures, please contact the Federal Quota support team at fqaemsupport@ataem.org or join one of the AT&AEM Center’s open office hours. For more information on the upcoming office hours on Jan. 17, Jan. 31 and Feb. 12, please visit the AT&AEM Center’s website. Thank you for your assistance.

Sincerely,



Jo Hannah Ward, M. Ed.

Director, Office for Exceptional Children

cc: State Support Teams

*The Federal Quota Program is a supplemental program and is not intended to provide all the materials required by a student. However, the AT&AEM Center pools the allocation so that a requestor can order based on students’ needs.

Online Federal Quota Census Registration Procedures

District/community school Superintendent or their Designee will need to:

1. Log on to the AT&AEM Center Federal Quota Census Registration at <https://ohioaem.ataem.org>.
2. Use your email to sign in.
 - a. If your email does not work, click on “Need an account.”
 - b. The AT&AEM Center will approve new users. An email will be sent upon approval with your login information.
 - c. The district/community school superintendent can also appoint a designee to have access to registration. To appoint a designee, contact fqaemsupport@ataem.org.
3. Once logged in, you will see your district(s)/community school(s). Click on your district(s) to update students for the 2024 Census. If the district/community school superintendent/designee does not see their district(s)/community school(s) or need to change the district(s)/community schools(s) they serve, contact fqaemsupport@ataem.org for assistance.
4. There are 4 phases of registration submission:
 - a. *Incomplete:*
District/community school superintendent/designee will update student information and submit for review by the AT&AEM Center.
 - b. *Pending Review:*
The AT&AEM Center will review your submission and approve or reject your submission.
 - i. If rejected, the user will receive an email to log back in to correct.
 - ii. If approved, only the district/community school superintendent will receive an email stating “ready for signature.”
 - c. *Ready for Signature:*
Only the district/community school superintendent can log onto the web portal registration to *electronically* sign the final student census. Once signed, print to retain a copy of signed census registration (This step must be completed before clicking submit). This copy should remain on file in the school district/community school. Click the submit button **by April 19, 2024** The district/community school superintendent will receive a confirmation message stating, “signature submitted successfully.”
 - d. *Completed:*
District/community school registration is now complete.

If you have questions about this process, please contact the AT&AEM Center via the fqaemsupport@ataem.org email.